

# VI-5 Labor Distribution-Adjustment Timesheets

The primary objective of the labor adjustment process is to correct erroneous personal services charges resulting from incorrect timesheets or timesheets that were not entered in time for the labor distribution process. This subchapter describes the use of timesheet and payroll adjustments to change/correct personal services costs distribution performed with timesheets or defaults.

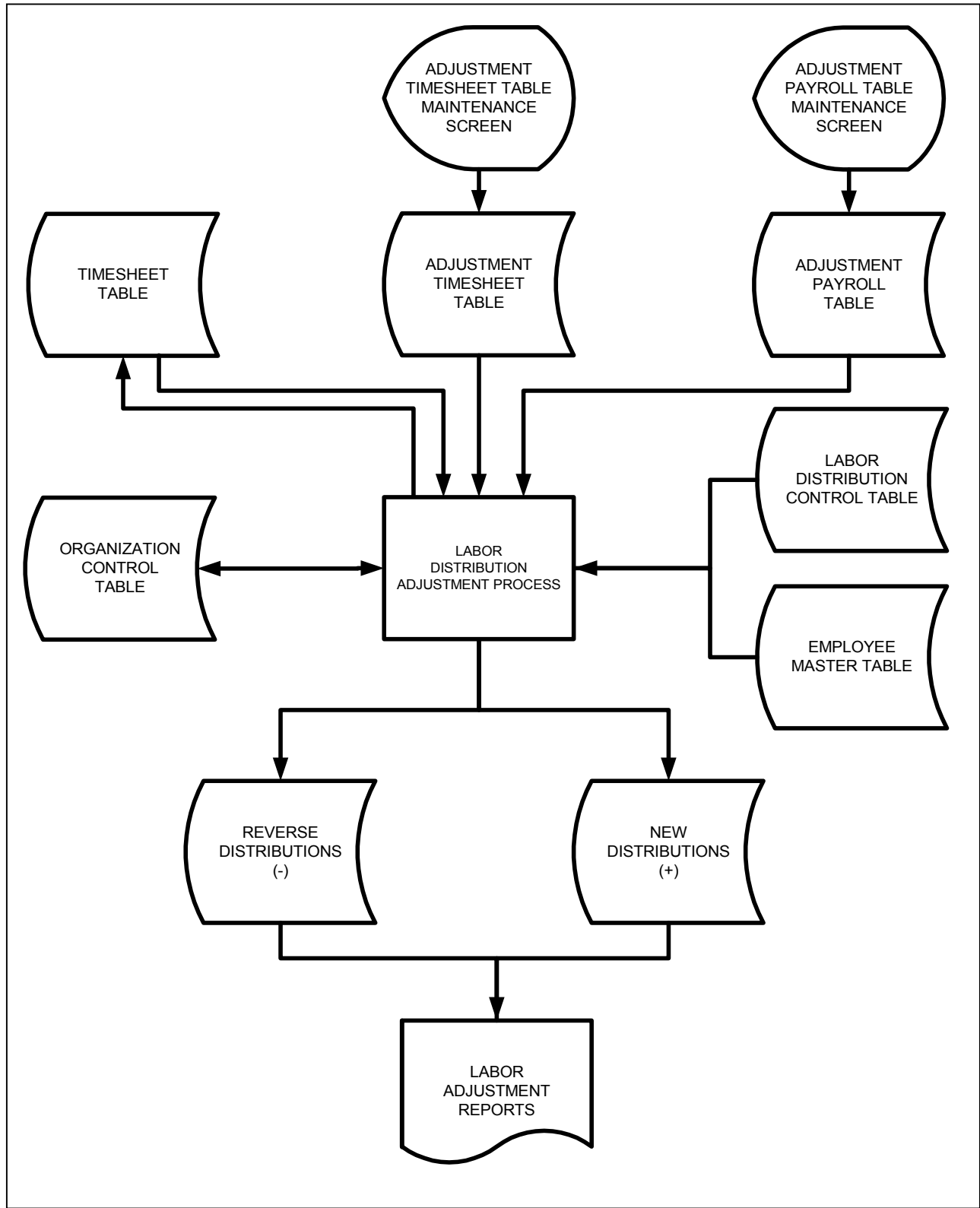
The Labor Distribution Control (LC) Table and the Employee Master (EM) Table are generally stable throughout the fiscal year. However, some agencies use positive time reporting and enter differing timesheets each month. The time keeping methods selected and timesheet preparation process combine to create potential coding and data entry errors as a large volume of timesheets must be keyed in a short period of time. Because there are many possibilities for timesheet errors, a method of adjusting timesheets is included in the labor distribution process.

Timesheet adjustment involves the use of the Adjustment Timesheet and Adjustment Payroll tables in addition to the Timesheet Table. The Adjustment Timesheet Table defines the required new distribution and the Adjustment Payroll Table defines the original dollars and hours to be reversed and redistributed. The adjustment process also uses the LC and EM tables.

Exhibit VI-5-1 illustrates the general flow of the adjustment process. The steps are:

1. Enter the Adjustment Timesheet through the Adjustment Timesheet Table Maintenance screen, Command **J.2** or **I.7.4**. The Adjustment Timesheet must contain the entire distribution desired; i.e., the *entire timesheet coding*, not just the one item to be changed.
2. Through the Adjustment Payroll Table Maintenance screen, Command **J.3** or **I.7.5**, recreate the SCO payroll record that was used in the original distribution. This information may be obtained from the generated output reports produced by the labor distribution process or from SCO Payroll documents.
3. Change the Organization Control (OC) Table Labor Distribution Run Indicator to **A=Adjustment Timesheets** to start the labor adjustment run. The labor distribution process uses the Adjustment Payroll Table, the original Timesheet Table and the Adjustment Timesheet Table records to generate accounting transactions that charge the proper accounts and reverse the incorrect distributions.

EXHIBIT VI-5-1  
LABOR DISTRIBUTION ADJUSTMENTS PROCESS



This subchapter describes:

- ✧ Constraints in performing adjustments;
- ✧ Entering adjustment timesheets;
- ✧ Adjustment Timesheet Table Maintenance;
- ✧ Adjustment Payroll Table Maintenance; and
- ✧ Payroll Adjustment Process Description.

### CONSTRAINTS IN PERFORMING TIMESHEET ADJUSTMENTS

Although the timesheet adjustment process provides a great deal of flexibility for correcting timesheet distributions, there are some important factors to consider, especially those related to timing, and sequence of events. Constraints to observe are:

- ✧ Timesheet adjustment is used to correct errors detected after labor distribution is run.
- ✧ Timesheet adjustments must be processed after the 1st of the following month, but before the monthly cost allocation and/or fund split process.
- ✧ The timesheet adjustments may be run as many times as necessary. It may be run on a day prior to running Labor Distribution, on a day after, but not on the same day.
- ✧ Timesheet adjustments may not be used to correct negative distributions such as the SCO Clearance Type 4, Void or Redeposited Warrant transaction.
- ✧ Timesheet adjustments may be used only if the Actuals Costing method of distribution is used for salaries and wages.

### ENTERING ADJUSTMENT TIMESHEETS

Timesheets that were incorrectly distributed through a prior month labor distribution process are corrected through the adjustment timesheet process. There are several possible causes for incorrect distributions. These causes include:

**Timesheets incorrectly recorded** - The original timesheet was incorrectly coded or keyed. Erroneous coding frequently occurs when employees are required to submit timesheets prior to the last day of the month.

**Missing timesheets** - This normally occurs when an employee does not submit a timesheet or the timesheet is lost or overlooked. When this occurs, the charges post using the group or employee's Home Base account(s).

**Employee not in EM Table** - Personal services are posted to the Undistributed Account when there is an SCO payment for an individual or group that is not identified by a record in the EM Table. This account may be cleared through the automated timesheet adjustment process for any payment that is regular pay, overtime, shift differential, or shift differential overtime.

The steps for entering adjustments timesheets are similar for each of these causes. These steps are discussed below:

1. As discussed below, an original timesheet must be in the Timesheet Table. If one does not exist, it must be entered. The labor adjustment process (OC Table Labor Distribution Run Labor = **A**) generates reversal charges based on the original Timesheet Table.
  - a. **Incorrectly recorded timesheets** are normally already in the Timesheet Table. If the timesheet was previously purged, it must be reentered as it was originally entered.
  - b. **Missing timesheets** must be loaded in the Timesheet Table with the total hours that were charged to the Home Base account(s), the Hour Type, and the Default (to Home Base) Indicator set to **Y** or **1**. The adjustment (**A**) run reverses this entry and all related charges out of the Home Base distribution account(s).
  - c. **If the employee was not in the EM Table** and the charges were made to the Undistributed Account, they must be reversed from the Undistributed Account. A timesheet must be loaded in the Timesheet Table with the total hours that were charged to the Undistributed Account, the Undistributed Index Code and PCA and the Default to Home Base Indicator set to **N** or **0** (zero). The adjustment (**A**) run reverses this entry and all related charges out of the Undistributed Account.
2. Enter the corrected (adjusted) timesheet in the Adjustment Timesheet Table. To facilitate this process, the timesheet may be copied from the Timesheet Table to the Adjustment Timesheet Table by using Function **T=Copy Timesheet** on the Adjustment Timesheet Table screen (Command **J.2** or **I.7.4**). To use Function **T**, enter the Position, Employee Number, Year/Month and Page from the original timesheet. The corrections may then be keyed on the Adjustment Timesheet Table screen. See the *Adjustment Timesheet Table* section later in this subchapter for more information about this table.
3. Enter the original SCO payroll record information in the Adjustment Payroll Extract Table. This table is used in the adjustment process to reverse out the original distribution and create the new one.
4. Run the adjustment timesheet (OC Table Labor Distribution Run Labor = **A**)

## ADJUSTMENT TIMESHEET TABLE MAINTENANCE

Timesheet adjustment data is entered into CALSTARS through the Employee Adjustment Timesheet Table Maintenance/Inquiry screen (Command **J.2** or **I.7.4**) with standard codes in the same way Timesheet Tables were entered. The actual number of hours entered and the methodologies used for determining the distribution of hours must comply with previously defined agency timesheet guidelines.

All hours and distributions must be entered on the adjustment timesheet, not just those being corrected. The Adjustment Timesheet entered must match an existing entry on the Timesheet Table, based on group number or position number and/or employee number and pay period. The Adjustment Timesheet Table entry must be made prior to the entry of the associated SCO Payroll Table record.

### Structure

The Employee Adjustment Timesheet Table Maintenance/Inquiry screen is divided into two segments: the control key and informational data. The control key identifies each timesheet by Organization Code, Group (Agency/PRU), (*optional*) Position Number, (*optional*) Employee Number and Year/Month for the time reported. The Organization Code is assigned based on the signon ID. The Group, Position Number and Employee Number identify the specific group or employee. The Year/Month identifies the period being reported. This information must match the information in the original Timesheet Table record being adjusted.

The informational data consists of the distributions to be identified on the adjusted timesheet. An agency may differentiate between regular time and paid overtime/shift differential/shift differential paid overtime, or may post it together. The data coding needed to enter regular time, paid overtime, shift differential time and paid shift differential overtime are shown below. Three of the most critical data are the Number of Hours, Hour Type and the Default Indicator. The hours on the timesheet refer to the actual hours worked.

The use of these Hour Types varies depending upon the Overtime Coding Indicator in either the LC or EM Table and on the specific type of hours coded. Exhibit VI-5-2 illustrates two scenarios on how a timesheet is coded when the Overtime Coding Indicator is either **Yes** or **No**. It also illustrates specific timesheet coding requirements for recording Shift Differential Time and Shift Differential Overtime.

EXHIBIT VI-5-2  
BASIC TIMESHEET CODING REQUIREMENTS

**RECORDING REGULAR TIME AND OVERTIME**

(Assumes that the State standard hours for the month is 176, the employee worked 10 hours of paid overtime, and that none of the hours were on a shift basis.)

OT Indicator Setting	Hours	Hour Type	Home Base Default
Overtime Indicator set to <b>Y</b> :	176	REG	Y or N
	10	OT	Y or N
Overtime Indicator set to <b>N</b> :	186	REG	Y or N

**RECORDING SHIFT DIFFERENTIAL TIME**

Hours	Hour Type
176	REG (matched to the SCO regular payment)
<u>176</u>	SD (matched to the SCO shift differential payment)
352	TOTAL TIMESHEET HOURS

**RECORDING SHIFT DIFFERENTIAL OVERTIME**

Hours	Hour Type
10	OT (matched to the SCO overtime payment)
<u>10</u>	SDOT (matched to the SCO shift differential overtime payment)
20	TOTAL TIMESHEET HOURS

Since shift differential payments are made in a pay period *subsequent* to the payment for regular, and, possibly overtime, separate lines on the timesheet must be coded for each:

- ✧ The regular time and the associated shift differential; and/or
- ✧ The overtime and the associated shift differential overtime.

Each type of payment in the Adjustment Payroll Table is matched to each of the adjustment timesheet lines for each of the four different hour types as illustrated. If the hour types are not separated on the adjustment timesheet, the Home Base accounts in the EM or LC tables are used.

The Default Indicator ("D" column) for Home Base must always be present on every coded line of the adjustment timesheet. It tells the system whether to:

- ✧ Default to the EM Table (or alternatively, the LC Table), or
- ✧ Use the accounting classification on that specific line of the adjustment timesheet.

If the default option is used, *no* other accounting classification data may appear on that line; but if the Default is not used, an Index Code and PCA are required, and *optionally* the PCA activity, and Agency Object, Project/Work Phase, Location and Multipurpose code. The Default Indicator codes are:

**Y** or **1** - Yes, default to the Home Base accounts; or

**N** or **0** - No, use the classification that follows the indicator.

All other accounting classification data may be entered on the timesheet as required. Timesheets may be used, even if the Timesheet Flag in the EM Table is set to **N**.

### Relationship To Other Tables

During the update of the Adjustment Timesheet Table, the Organization Control (OC) Table, Index Code (IC) Table, Program Cost Account (PA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements.

### Input Coding

Detailed input coding instructions for the Adjustment Timesheet Table are contained in Exhibit VI-5-3. The coding form illustrated in Exhibit VI-5-4 is in the same format as the table entry screen. The Adjustment Timesheet Table is entered online using Command **J.2** or **I.7.4**.

**NOTE:** For each Hour Type there is a 2 to 4-digit alpha code and a corresponding 4-digit numeric equivalent. For each Default option, there is a 1-digit alpha code and a corresponding 1-digit numeric equivalent. The numeric codes

are available so that timesheets may be keyed exclusively from the 10-key numeric pad portion of the keyboard. The Adjustment Timesheet Table Activity Report and the Adjustment Timesheet Table Listing display the Hour Type and Default exactly as originally keyed--alpha or numeric equivalent.

### Creation and Maintenance

The Timesheet Table must be established prior to the Adjustment Timesheet Table, but both may be entered on the same day (real-time). The Adjustment Timesheet Table entries are keyed directly from the CALSTARS Employee Adjustment Timesheet Table Maintenance Form (CALSTARS 43) or from a copy of the Timesheet Table (Command **J.1** or **I.7.3**) into the Adjustment Timesheet Table entry screen (Command **J.2** or **I.7.4**).

Functions **A**=ADD, **C**=CHNG, **D**=DEL, and **P**=PRT may be used. Available Program Function (**F**) keys are: **F2**=Retrn, **F3**=Quit, **F4**=COPY DATA FROM/TO A SPECIFIED LINE, **F5**=VIEW MASTER, **F6**=RECALL MAINT, **F7**=Bkwrđ, **F8**= Frwrđ, **F9**=Clear and **F12**=Main. Descriptions of these functions and F-keys may be found in the *Table Maintenance Functions* section of Chapter IV. The Timesheet Table is updated online (realtime) for **Add**, **Change** and **Delete** transactions. As soon as an **Add**, **Change** or **Delete** transaction is successfully written, the table is updated--realtime. **Delete** transactions display a 'confirmation action' pop-up window because a delete is instantaneous and non-recoverable. The **Print** function is not updated online (realtime); therefore, it may be recalled using the **F6** key. Use **F5** to view master records if maintenance is needed. To modify an existing table record, use the **Change** function (after viewing the master record). To **blank** fields in a **Change** transaction, simply erase the field(s) using the **Delete** or **EOF** key or the space bar.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

### Edit Rules

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

### Special Considerations

There are special considerations when performing maintenance to the Adjustment Timesheet Table. All *labor table* maintenance is processed just prior to any request (OC Table) to process Labor Adjustments or Labor Distribution (code **A** or **Y**, respectively), which commences at 3:00 PM each workday. Any labor table maintenance plus non-impacted labor tables are used when this process occurs. However, *non-labor table maintenance* is not used in the labor run, therefore, it is critical to assure that the tables used are valid prior to running labor.



## Outputs

Like the EM and Timesheet tables, the Adjustment Timesheet Table maintenance transactions are entered online. If maintenance is entered, an Adjustment Timesheet Table Maintenance Activity Report (CFB522-1) is generated by the labor distribution process at 3:00 PM. All maintenance activity is reflected on this report. Because the maintenance activity is fully edited online. There should be no errors detected during batch processing.

A sample report and listing from Adjustment Timesheet Table maintenance process are shown in Exhibits VI-5-5 and VI-5-6, respectively. The activity report is produced automatically. Entering a **P - Print** in the function produces the table listing.

**WARNING:** This listing is printed *one record per page*. The report could be very large. Microfiche or a report file may be of more use and more economical.

The Adjustment Time Sheet Table Activity Report (CFB522-1) and the Adjustment Timesheet Table Listing (CFB522-2) display the hour type exactly as keyed-alpha or numeric equivalent.

## Control

The EM Table controls the type and method used for distributing labor costs and hours. Once a labor distribution method and accounts are established, extreme care should be exercised when modifying EM Table entries. Improper maintenance or timing of changes could cause system files to become out-of-balance, create invalid accounts and complicate the maintenance of other tables and files. Table logs should be kept along with the maintenance activity reports for the same period as the accounting records they control.

## Adjustment Timesheet Purge

The original timesheet is replaced with the Adjustment Timesheet data so that the Timesheet Table reflects the new timesheet distributions. All Adjustment Timesheet Table and Adjustment Payroll Table entries are deleted so that the same adjustments are not processed more than once.

The CFB558A1, Time Sheet Replacement / AT & PT Purge Report, is shown in Exhibit VI-5-7. This report displays the activity from these processes. It also lists any adjustment timesheets that were not distributed because there was no matching SCO payroll record for them.

EXHIBIT VI-5-3  
EMPLOYEE ADJUSTMENT TIMESHEET TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
ORG	4	The statewide organization code is automatically entered from the signon.
POS	6 or 13	<p><u>Individual employee timesheet:</u></p> <p>If the LC Table Position Number coding indicator is <b>Y</b>, <b>enter the employee's 13-digit position number:</b></p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code;</li> <li>• 3-digit Payroll Reporting Unit (PRU);</li> <li>• 4-digit Class code; and</li> <li>• 3-digit employee Serial Number.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>If the LC Table Position Number coding indicator is <b>N</b>, <b>leave blank.</b></p> <p><u>Group timesheet:</u></p> <p><b>Enter the 6-digit <u>group</u> Position Number:</b></p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code; and</li> <li>• 3-digit Payroll Reporting Unit (PRU).</li> </ul>
EMPNO	9	<p><u>Individual employee timesheet:</u></p> <p><b>Enter the individual's Employee Number (SSN).</b></p> <p><u>Group timesheet:</u></p> <p><b>Leave blank.</b></p>
YY MM	4	<b>Enter the pay period calendar year and month.</b> (Example: December, 2000 would be code <b>0012</b> ).
PAGE	2	<b>Enter the page number of the timesheet.</b> The page number must be numeric and greater than zero. (Example: the first page would be <b>01</b> .)
<b><u>Informational Elements:</u></b>		
TOTAL HOURS	1-9	<b>Enter the total number of hours for the timesheet page, including the 2 digits for hundredths.</b> Do <u>not</u> enter the decimal point. (Example: 176 hours would be <b>17600</b> ).
AVERAGE HOURLY RATE		Leave blank, not used for Actuals Costing.
<b><u>Distributions:</u></b>		
HOURS	1-7	<b>Enter the number of hours worked to two decimal places.</b> Do not enter the decimal point. (Example: 40 and 1/2 hours would be <b>4050</b> ).

EXHIBIT VI-5-3 (Continued)  
EMPLOYEE ADJUSTMENT TIMESHEET TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
TYPE	2-4	<p><b>Enter the hour type:</b></p> <p><b>REG</b> or <b>0009</b> - Regular time</p> <p><b>OT</b> or <b>1008</b> - Overtime</p> <p><b>SD</b> or <b>2007</b> - Shift differential (paid separately from regular time)</p> <p><b>SDOT</b> or <b>3006</b> - Shift differential overtime (paid separately from overtime)</p> <p>If Reserve Accounts are used, the following codes are valid:</p> <p><b>HOL</b> or <b>4005</b> - Holiday time</p> <p><b>VAC</b> or <b>5004</b> - Vacation time</p> <p><b>SL</b> or <b>6003</b> - Sick leave</p> <p><b>CTO</b> or <b>7002</b> - Compensating time off</p> <p><b>CTD</b> or <b>8001</b> - Compensating time direct (earned and charged to a specific timesheet PCA)</p> <p><b>CT</b> or <b>9005</b> - Compensating time (earned and allocated to all timesheet PCAs)</p>
D (DEFAULT)	1	<p><b>Enter the Default to Home Base Indicator:</b></p> <p><b>Y</b> or <b>1</b> - Charge EM Table Home Base Accounts for these hours.</p> <p><b>N</b> or <b>0</b> - Charge using the classification on this line of the timesheet for these hours.</p>
<b><u>Accounts to be Charged:</u></b>		If the Default to Home Base Indicator is coded <b>N</b> or <b>0</b> , enter all of the classification elements to be charged.
INDEX	4	<b>Enter the Index Code to be charged.</b>
PCA	5	<b>Enter the PCA to be charged.</b>
ACTV	4	<i>(Optional)</i> <b>Enter the PCA Activity to be charged.</b>
AO	2	<i>(Optional)</i> <b>Enter the Agency Object to be charged.</b> This Agency Object code overrides the Agency Object codes in the EM and LC Tables.
PROJ	6	<i>(Optional)</i> <b>Enter the Project to be charged.</b>
WP	2	<b>If Project is coded, enter the Work Phase to be charged.</b>
LOC	6	<i>(Optional)</i> <b>Enter the Location to be charged.</b>
MP CODE	12	<i>(Optional)</i> <b>Enter the Multipurpose Code to be charged.</b>

## EXHIBIT VI-5-4

**CALSTARS 43**  
(Rev. 12-01)

**STATE OF CALIFORNIA**  
**CALSTARS EMPLOYEE ADJUSTMENT TIMESHEET TABLE MAINTENANCE**

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FUNCTION:  (A=ADD, C=CHANGE, D=DELETE, P=PRINT)

ORG: 

POSITION NO: 

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--	--

EMPLOYEE NO:         

YYMM: 

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PAGE: 

1

EMPLOYEE NAME: \_\_\_\_\_

TOTAL HOURS: 

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AVERAGE HOURS RATE:

[illegible]

# EXHIBIT VI-5-5

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CSB522-1 *****
                                CALSTARS          DEPARTMENT OF AIR QUALITY          *****
                                A T - T A B L E M A I N T E N A N C E          REPORT          ORG NUMBER: 0990
11/16/2001 (08:06) *****          ORG PAGE: 1
                                A D J U S T M E N T   T I M E   S H E E T   T A B L E   M A I N T E N A N C E   A C T I V I T Y          RUN PAGE: 1
*****
----- RECORD KEY ----- OP/ ----- INFORMATION ELEMENTS ----- -----ERROR----- LINE
POSITION      EMP-NO      YR MO PAGE CODE  AVG      CODE      MESSAGE      NO
            HOURS    DIST-HRS  TYPE  HOMEB INDEX  PCA    ACT    PROJ  WP AO  LOC    MP-CODE
01) 00010.00      081-62-3333 99 06 01  A      REG      Y
                                UPDATED ONLINE ON 07/18/00 AT 04:00:42 PM
                                123456123123 Q51-INVALID PCA      01
01) 00148.00      081-62-3333 00 01 01  A      REG      N      00383
                                UPDATED ONLINE ON 11/19/01 AT 03:16:20 PM
                                123456789123 Q51-INVALID PCA      01
01) 00080.00      081-62-3333 00 04 01  A      REG      N      00383
02) 00000.39      REG      Y      00383
03) 00057.00      REG      N      00391
                                123456789123
                                UPDATED ONLINE ON 11/19/01 AT 03:18:08 PM

```

# EXHIBIT VI-5-6

CSB522-2 \*\*\*\*\*  
 CALSTARS  
 11/16/2001 (08:06) \*\*\*\*\*  
 DEPARTMENT OF AIR QUALITY  
 A T - T A B L E M A I N T E N A N C E  
 REPORT  
 TIME S H E E T T A B L E L I S T I N G  
 \*\*\*\*\*  
 \*\*\*\*\*

RECORD KEY				INFORMATION ELEMENTS									
POSITION	EMP-NO	YR MO	PAGE	AVG									
	HOURS	DIST-HRS		TYPE	HOME	INDEX	PCA	ACT	PROJ	WP	AO	LOC	MP-CODE
081-62-3333	99 06 01												
	00010.00			REG	N		00383						123456789123
081-62-3333	00 01 01												
	00148.00			REG	N		00383						123456789123
081-62-3333	00 04 01												
	00080.00			REG	N		00383						123456789123
	00000.39			REG	Y								
	00057.00			REG	N		00391						123456789123
081-62-3333	00 05 01												
	00080.00			REG	N		00383						123456789123
	00000.39			REG	Y								
	00057.00			REG	N		00391						123456789123
081-62-3333	00 06 01												
	00080.00			REG	N		00383						123456789123
	00000.39			REG	Y								
	00057.00			REG	N		00391						123456789123
094-58-3333	99 07 01												
	00030.00			REG	N		00382						123456789123
	00030.00			REG	Y								
	00100.00			REG	N		00392						123456789123
094-58-3333	99 08 01												
	00030.00			REG	N		00382						123456789123
	00030.00			REG	Y								
	00100.00			REG	N		00392						123456789123
094-58-3333	99 12 01												
	00070.00			REG	N		00382						123456789123
	00006.00			REG	Y								
	00100.00			REG	N		00392						123456789123

## EXHIBIT VI-5-7

CFB558A1 \*\*\*\*\*DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS TIME SHEET REPLACEMENT/ AT & PT PURGE REPORT ORG PAGE:  
 11/16/2001 (08:06) \*\*\*\*\* RUN PAGE:  
 TIME SHEET REPLACEMENT / AT & PT PURGE  
 \*\*\*\*\*

RECORD KEY				INFORMATION ELEMENTS											
POSITION	EMP NO	YR MO	PAGE	AVG											
		HOURS	DIST-HRS	TYPE	HOME	B	INDEX	PCA	ACT	PROJ	WP	AO	LOC	MP-CODE	
0564 111	-	-	01 09 01												DELETED TS
		320.00	336.00	REG	N		5560	80100							DELETED TS
0564 222	-	-	01 09 01												REPLACEMENT TS
		168.00		REG	N		5560	80100					123456789123		REPLACEMENT TS
0564 333	-	-	01 09 01												DELETED TS
		145.00	152.25	REG	N		5562	45166							DELETED TS
		1279.00	1342.95	REG	N		5562	80100							DELETED TS
0564 444	-	-	01 09 01												REPLACEMENT TS
		145.00		REG	N		5562	45166							REPLACEMENT TS
		1370.20		REG	N		5562	80100							REPLACEMENT TS
0564 555	-	-	01 09 01												DELETED TS
		568.50	615.68	REG	N		5557	45166							DELETED TS
		4215.50	4565.32	REG	N		5557	80100							DELETED TS
		234.50	237.50	OT	N		5557	80100							DELETED TS
0564 666	-	-	01 09 01												REPLACEMENT TS
		547.50		REG	N		5557	45166							REPLACEMENT TS
		4339.50		REG	N		5557	80100							REPLACEMENT TS
		234.50		OT	N		5557	80100							REPLACEMENT TS
0564 777	-	-	01 08 01												DELETED TS
		2135.80	2144.92	REG	N		4410	11101							DELETED TS
		316.90	318.25	REG	N		4410	11102							DELETED TS
		33.30	33.44	REG	N		4410	11103							DELETED TS
		2.80	2.81	REG	N		4410	11104							DELETED TS
		14.10	14.16	REG	N		4410	11105							DELETED TS
		8.80	8.84	REG	N		4410	11201							DELETED TS
		3786.10	3802.26	REG	N		4410	11202							DELETED TS
		577.50	579.97	REG	N		4410	11203							DELETED TS
		129.00	129.55	REG	N		4410	11204							DELETED TS
		1500.90	1507.31	REG	N		4410	11205							DELETED TS
		6.20	6.23	REG	N		4410	11301							DELETED TS
		1433.20	1439.32	REG	N		4410	11302							DELETED TS
		77.80	78.13	REG	N		4410	11303							DELETED TS
		2.50	2.51	REG	N		4410	11306							DELETED TS
		354.30	355.81	REG	N		4410	11402							DELETED TS

## ADJUSTMENT PAYROLL TABLE MAINTENANCE

The Adjustment Payroll Table is a copy of selected data from the original SCO payroll record used to create the initial labor distributions. It is used in the adjustment process both to reverse out the original distribution and create the new one. The information needed to complete this table may be obtained from any of the following documents used in the original labor run or the L01 or L02 reports:

- ✧ The Undistributed/Supplement Generator Activity Report (CFB536);
- ✧ The Actuals Generator Report (CFB540);
- ✧ The Undistributed Payroll Analysis Report (CFB556-1); or
- ✧ The SCO Payroll Registers.

### Structure

Like the EM, Timesheet and Adjusted Timesheet tables, the Adjustment Payroll Table maintenance transactions are entered online. As a result of the nightly system update process, a Payroll Table Maintenance Activity Report (CFB524-1) is generated. All maintenance activity is reflected on this report. Because the maintenance activity is fully edited online, there should be no errors detected during batch processing. If the function **P** - Print, was entered, a listing of every entry in the Payroll Table Listing (CFB524-2) is generated.

The Adjustment Payroll Table is divided into two segments that are described below:

- ✧ **Table Control Key** – Consists of a *similar* key to the Timesheet Table; Organization Code, Group (Agency/PRU), (*optional*) Position Number, (*optional*) Employee Number, FFY, Year/Month and payment data.
- ✧ **Summary Distribution** – Hours and accounts to be reversed.

### Relationship To Other Tables

During the update of the Adjustment Payroll Table, the Organization Control (OC) Table, Index Code (IC) Table, Program Cost Account (PA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements.

### Input Coding

Detailed input coding instructions for the Adjustment Payroll Table are contained in Exhibit VI-5-8. The coding form illustrated in Exhibit VI-5-9 is in the same format as the table entry screen. The Adjustment Payroll Table is entered online using Command **J.3** or **I.7.5**.



## Creation and Maintenance

The Timesheet Table must be established prior to the Adjustment Timesheet Table, but both may be entered on the same day (real-time). The Adjustment Payroll Table must be established prior to running the adjustment timesheet process (OC Table Labor Distribution Run Labor indicator set to **A-Adjustment Timesheets**).

Functions **A=ADD**, **C=CHNG**, **D=DEL** and **P=PRT** may be used. Available Program Function (**F**) keys are: **F1=Help**, **F2=Retrn**, **F3=Quit**, **F5=VIEW MASTER**, **F6=RECALL MAINT**, **F7=Bkwr**, **F8= Frwr**, **F9=Clear**, **F10=DEL MAINT** and **F12=Main**. Descriptions of these functions and F-keys may be found in the *Table Maintenance Functions* section of Chapter IV.. The Adjustment Payroll Table is updated online (realtime) for **Add**, **Change** and **Delete** transactions . As soon as an **Add**, **Change** or **Delete** transaction is successfully written, the table is updated--realtime. **Delete** transactions display a 'confirmation action' pop-up window because a delete is instantaneous and non-recoverable. The **Generate**, **Print**, **Print FFY** and **Delete FFY** functions are not update online (realtime); therefore, they may be recalled using the **F6** key. Use **F5** to view master records if more maintenance is needed. To modify an existing table record use the **Change** function (after viewing the master record). To **blank** fields in a **Change** transaction, simply erase the fields using the **Delete** or **EOF** key or the space bar.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

## Edit Rules

All error codes and messages for table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

## Special Considerations

There are special considerations when performing maintenance to the Adjustment Payroll Table. All *labor table* maintenance is processed just prior to any request (OC Table) to process Labor Adjustments or Labor Distribution (code **A** or **Y**, respectively), which commences at 3:00 PM each workday. Any labor table maintenance plus non-impacted labor tables are used when this process occurs. However, *non-labor table maintenance* is not used in the labor run, therefore, it is critical to assure that the tables used are valid prior to running labor.

## Outputs

An activity report and a listing shown in Exhibit VI-5-10 and Exhibit VI-5-11, respectively, are produced from Adjustment Payroll Table maintenance. The activity report is produced automatically. Entering a **P** in the function produces the table listing.

EXHIBIT VI-5-8  
ADJUSTMENT PAYROLL TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORG	4	The organization code is automatically entered from the signon.
POS	13	<b>Enter the 13-digit Employee Position Number, or</b> Enter the 6-digit Group Number followed by 7 zeroes.
EMP	9	<b>Enter the 9-digit Employee Number, or</b> Enter zeroes if the record is for a <u>group</u> .
FFY	2	<b>Enter the Funding Fiscal Year.</b>
PERIOD	4	<b>Enter the Pay Period Calendar Year and Month.</b> (January 1989 = 8901).
PAYMENT TYPE	1	<b>Enter the Payment Type:</b> 0 - Regular pay; 1 - Overtime pay; 2 - Shift Differential pay.
PAYMENT SUFFIX	1	<b>Enter the Payment Suffix, or leave blank:</b> Blank - No suffix S - Shift Differential Overtime. (Use only with Payment Type 1).
CLEARANCE	5	<b>Enter the 5-digit SCO Clearance Number.</b>
<b>Informational Elements:</b>		
CLASS TYPE	1	<b>Enter the Class Type.</b> Blank - Civil Service C - CSUC E - Ecology Corps F - Finance Exempt J - Judicial Council L - Statutory Officers M - Maritime Academy P - Exempt CETA S - SPB Exempt
HOURS	1-7	<b>Enter hours for original SCO payment record.</b>
GROSS AMOUNT	1-7	<b>Enter gross pay from original SCO payment record.</b>
RETIREMENT AMOUNT	1-7	<b>Enter State's share of retirement or enter zero, if none.</b>
OASDI AMOUNT	1-7	<b>Enter State's share of OASDI or enter zero, if none.</b>
HEALTH INS AMOUNT	1-7	<b>Enter State's share of Health Insurance or enter zero, if none.</b>
DENTAL INS AMOUNT	1-7	<b>Enter State's share of Dental Insurance or enter zero, if none.</b>
LIFE INS AMOUNT	1-7	<b>Enter State's share of Management Life Insurance or enter zero, if none.</b>
VISION INS AMOUNT	1-7	<b>Enter State's share of Vision Insurance or enter zero, if none.</b>
MEDICARE AMOUNT	1-7	<b>Enter State's share of Medicare Insurance or enter zero, if none.</b>
OTHER BEN AMOUNT	1-7	<b>Enter State's share of Other Benefits such as FlexElect or enter zero, if none.</b>

**NOTE:** The Hours field as well as all the Amount fields must provide for *two decimal places*. The decimal point and leading zeros are not to be entered on the data entry screen; e.g., 27.5 hours is keyed as **2750**.

EXHIBIT VI-5-9

**CALSTARS 44**  
(Rev. 9/00)

**STATE OF CALIFORNIA**

**ADJUSTMENT PAYROLL TABLE MAINTENANCE FORM**

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FUNCTION  (A=ADD, C=CHANGE, D=DELETE, P=PRINT)

ORG:    POS:      EMP:     FFY:   PER:

PAYMENT TYPE:  PAYMENT SUFFIX:  CLEARANCE:     CLASS TYPE:

HOURS:	<input type="text"/>
GROSS AMOUNT:	<input type="text"/>
RETIREMENT AMOUNT:	<input type="text"/>
OASDI AMOUNT:	<input type="text"/>
HEALTH INS AMOUNT:	<input type="text"/>
DENTAL INS AMOUNT:	<input type="text"/>
LIFE INS AMOUNT:	<input type="text"/>
VISION INS AMOUNT:	<input type="text"/>
MEDICARE INS AMOUNT:	<input type="text"/>
OTHER AMOUNT:	<input type="text"/>

## EXHIBIT VI-5-10

```

CFB524-1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                                CALSTARS  P T - T A B L E  M A I N T E N A N C E  REPORT                                ORG PAGE: 1
06/10/00 (15.30) ***** RUN PAGE: 1 *****

```

P A Y R O L L     T A B L E     M A I N T E N A N C E     A C T I V I T Y

RECORD KEY										OP	INFORMATION ELEMENTS			ERROR		
POSITION	EMP-NO	FFY	YR	MO	PT/S	CT	ADJ	CLEAR	RET	CDE	CLASS-TYPE	OASDI/ VISION	HEALTH\ MEDICARE	DENTAL\ OTHER	CODE	MESSAGE
901 005 4969 001	888-99-0000	99	99	12	0	1	0	10374								
									581.07		102.96		234.11			
									13.45		6.44		2.13			
901 005 5393 006	444-55-6666	99	00	01	0	1	0	10374								
									479.26		227.87		167.03			
									.00		6.44		1.39			
													2.99			

EXHIBIT VI-5-11

CFB524-2 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS P T - T A B L E M A I N T E N A N C E REPORT ORG PAGE: 1  
 06/10/00 (15.30) \*\*\*\*\* RUN PAGE: 2

P A Y R O L L T A B L E L I S T I N G

\*\*\*\*\*

RECORD KEY										INFORMATION ELEMENTS		
POSITION	EMP-NO	FFY	YR	MO	PT/S	CT	ADJ	CLEAR	RET	CLASS-TYPE		
					HRS-PAID	GROSS		RETIRE/ LIFE		OASDI/ VISION	HEALTH/ MEDICARE	DENTAL/ OTHER

901 005 4969 001	888-99-0000	99	99	12	0	1	0	10374				
					176.00	3,864.00		581.07		102.96	234.11	53.52
								13.45		6.44	2.13	4.35
901 005 4969 001	888-99-0000	99	00	01	0	1	0	10374				
					176.00	3,864.00		581.07		102.96	234.11	53.52
								13.45		6.44	0.00	0.00
901 005 5393 006	444-55-6666	99	00	01	0	1	0	10374				
					176.00	3,187.00		479.26		227.87	167.03	12.82
								.00		6.44	1.39	2.99

*HOURS PAID TOTAL:	528.00
*GROSS AMOUNT TOTAL:	10,915.00
*RETIREMENT AMOUNT TOTAL:	1,641.40
*OASDI AMOUNT TOTAL:	433.79
*HEALTH INSURANCE AMOUNT TOTAL:	635.25
*DENTAL INSURANCE AMOUNT TOTAL:	119.86
*LIFE INSURANCE AMOUNT TOTAL:	26.90
*VISION INSURANCE AMOUNT TOTAL:	19.32
*MEDICARE AMOUNT TOTAL:	3.52
*OTHER AMOUNT TOTAL:	7.34
*TOTAL PAYROLL EXTRACTS ON FILE:	3

## PAYROLL ADJUSTMENT PROCESS DESCRIPTION

After the Timesheet, Adjustment Timesheet and Payroll table maintenance data are entered, the adjustment process may be run. The adjustment process is divided into five segments:

- ✧ **Pre-Processor** – Edits all table entries for the adjustment cycle.
- ✧ **Reversal Run** – Generates transactions to reverse the original labor cost distributions.
- ✧ **Reposting Run** – Produces the new distribution transactions.
- ✧ **Summarization Batching Process** – Summarizes like transactions for entry.
- ✧ **Table Update** – Updates the TS, AJ and PT tables as well as resets the Labor Distribution Run Indicator to **N** in the OC Table.

Each segment is described below.

### Pre-Processor

The first step in the labor adjustment process is a pre-processor, which checks for tables that were present when the PT Table record was entered, as shown in Exhibit VI-5-12. There are four edits that are repeated in this step:

- ✧ Each PT Table entry must have a matching AJ Table entry;
- ✧ Each PT Table entry must have a matching original TS Table entry;
- ✧ Each PT Table entry must have a matching EM Table record; and
- ✧ A LC Table record must exist for the FFY of the transactions.

The pre-processor produces a CFB554A1, Adjustments Preprocessor Exceptions Report, shown in Exhibit VI-5-13. This report displays the PT Table records that did not pass the matching criteria.

PT Table records that pass the edits are duplicated as follows:

- ✧ One set contains hours and dollars with a *negative value* and is used to create the distributions in the reversal run.
- ✧ The other set contains hours and dollars with a *positive value* and is used to create the distributions in the reposting run.

### Reversal Run

The reversal run reverses the original distributions, as shown in Exhibit VI-5-14. The Actuals Costing generator processes the negative PT Table records. The Actuals Costing generator produces transactions that contain the reverse distributions by processing the negative PT Table records against the original timesheets. These transactions then go into the **Summarization Batching Process** along with those from the **Reposting Run**. A sample of the CFB540A4, Labor Adjustments – Transaction Reversals – Actuals Report, is shown in Exhibit VI-5-15.

### Reposting Run

The reposting run creates the new or reposted distributions, as shown in Exhibit VI-5-16. The Actuals Costing generator processes the positive SCO Payroll Table records. It produces transactions that contain the reposting distributions by processing the positive PT Table records for the adjustment timesheet. These transactions are then transferred to the **Summarization Batching Process** with those created from the **Reversal Run**.

A sample of the CFB540A7, Labor Adjustments – Transaction Reposting – Actuals, is shown in Exhibit VI-5-17.

### Summarization Batching Process

After the labor distribution reversal and reposting transactions are generated and other intermediate reports are produced, the transactions are summarized and placed into batches by the CALSTARS Labor Distribution Interface program, as shown in Exhibit VI-5-18. The transactions generated by the labor distribution process are summarized using every data classification in the transaction (Transaction Code, Reverse Code, Index, PCA, Object Detail, Agency Object, Current Document Number, etc.). All transactions are batched by clearance number which is in the Current Document Number field. The system generated Batch Type is **LA** for labor distribution **Reversal** and **Reposting** transactions. Two reports are generated. A sample of the CFB544A1, Interface Control Report, is shown in Exhibit VI-5-19 and a sample of the CFB544A2, Labor Distribution Interface Summary Report, is shown in Exhibit VI-5-20.

### Table Update

The final step of the adjustment cycle is to update the tables. The table update program performs the following five functions:

- ✿ Replaces original timesheets with the Adjustment Timesheets;
- ✿ Deletes SCO Payroll Table records;
- ✿ Deletes Adjustment Timesheet Table records;

- ✦ Reports the table update activity; and
- ✦ Changes the OC Table Labor Distribution Run Indicator to code **N-No**.

The original timesheet is replaced with the Adjustment Timesheet data so that the Timesheet Table reflects the new timesheet distributions. All Payroll and Adjustment Timesheet table entries are deleted so that these same adjustments are not processed more than once.

The CFB558A1, Time Sheet Replacement / AT & PT Purge Report, is shown in Exhibit VI-5-21. This report displays the activity from these processes. It also lists any adjustment timesheets that were not distributed because there was no matching SCO payroll record for them.



EXHIBIT VI-5-12  
THE PRE-PROCESSOR

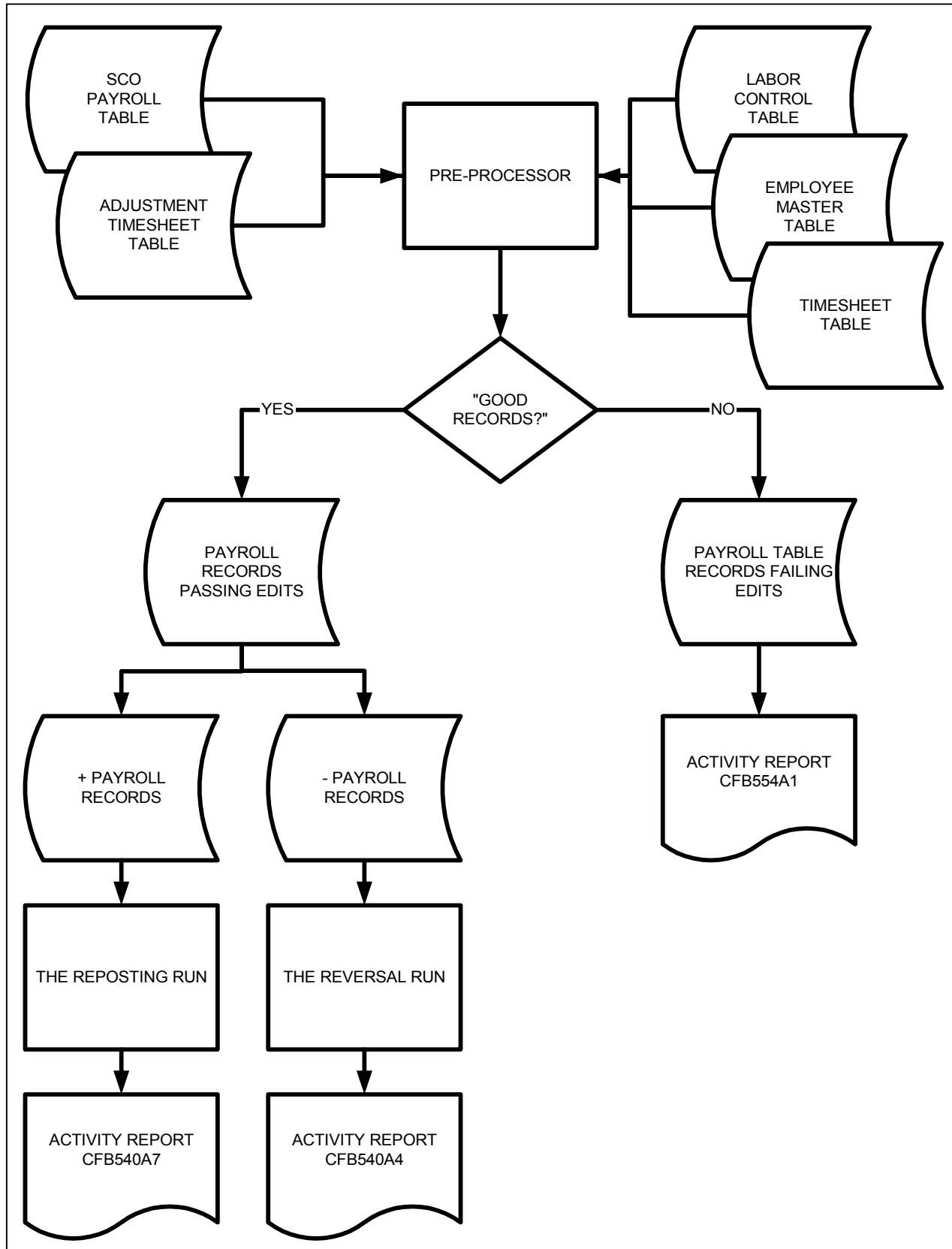


EXHIBIT VI-5-13

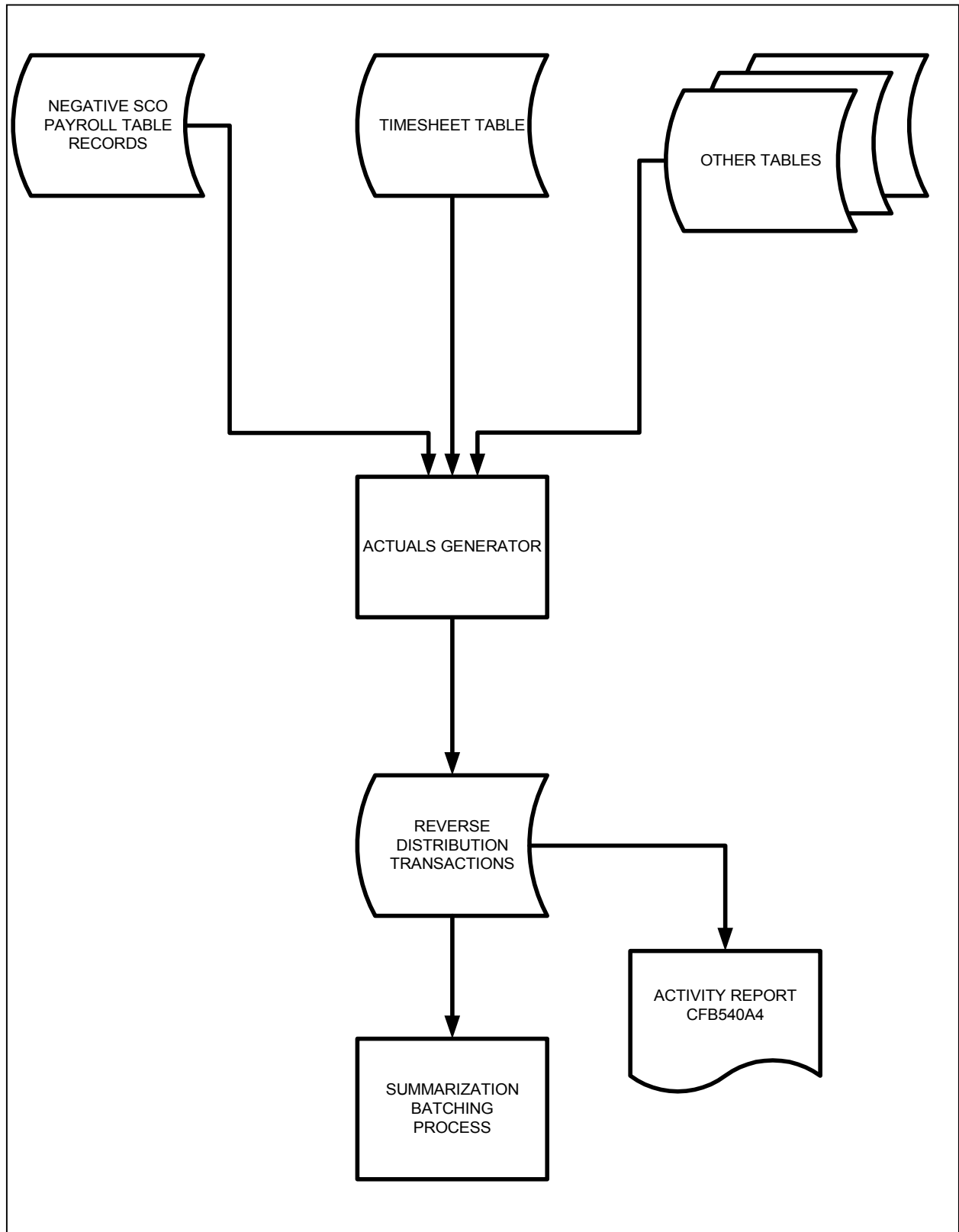
```
CFB554A1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                                CALSTARS      L A B O R  A D J U S T M E N T S      REPORT      ORG PAGE: 1
06/12/00 (16.30)***** RUN PAGE: 1

      A D J U S T M E N T S   P R E P R O C E S S O R   E X C E P T I O N S
*****

      POSITION      EMP-NO      FFY  YR MO PT/S CLEAR CLASS      MESSAGE
      XXX XXX XXXX XXX  XXX XX XXXX  XX  XX XX XX XXXXX  X      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

      901 005 4969 001  888 99 0000  99  99 12  0  10374      TS RECORD NOT FOUND
```

EXHIBIT VI-5-14  
THE REVERSAL RUN

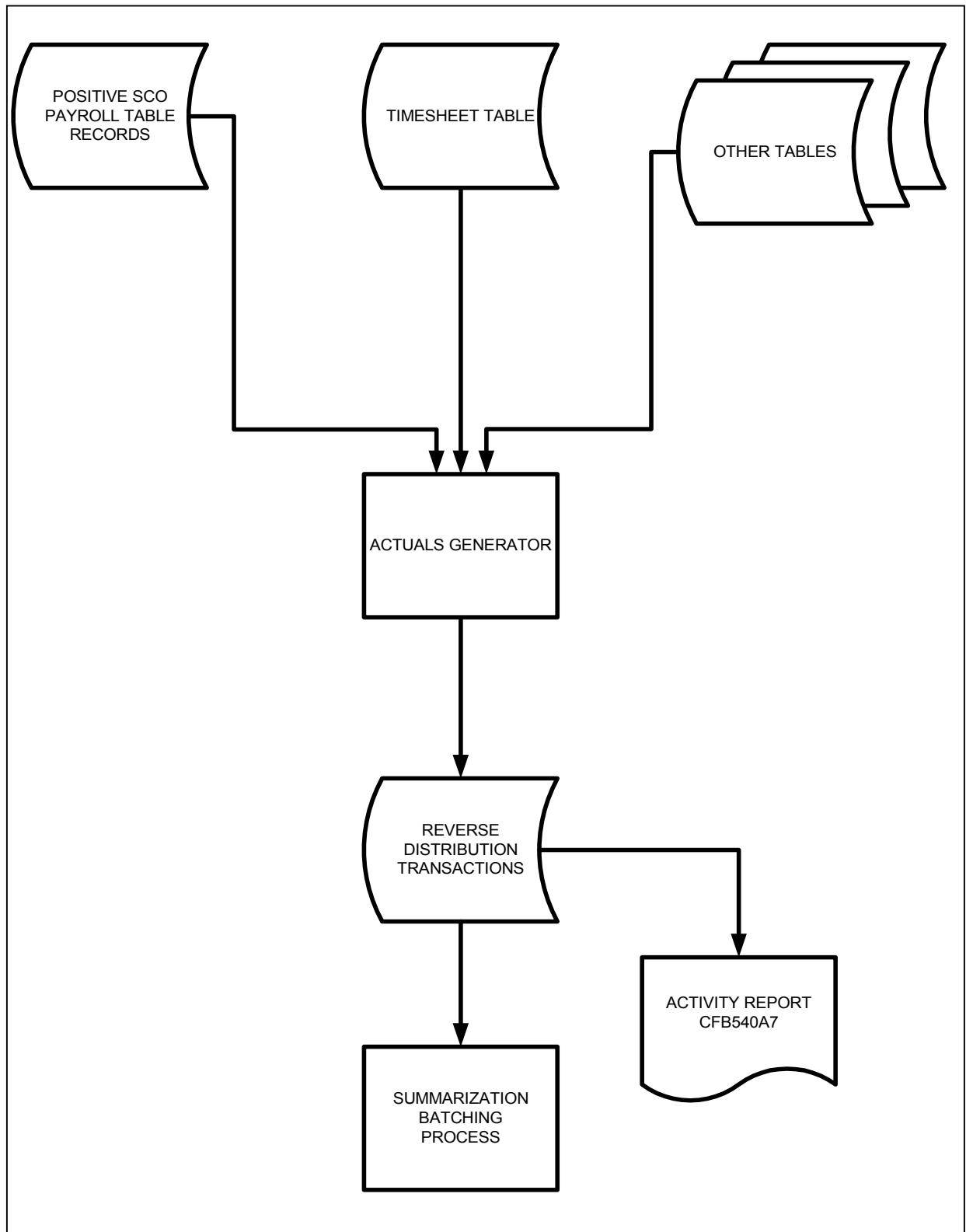


## EXHIBIT VI-5-15

CFB540A4 \*\*\*\*\*DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS LABOR DISTRIBUTION ACTIVITY REPORT ORG PAGE: 12  
 11/20/01 (32.42) \*\*\*\*\* RUN PAGE: 12

LABOR ADJUSTMENTS - TRANSACTION REVERSALS - ACTUALS  
 \*\*\*\*\*  
 POS-NO EMP-NO CLEAR YR MO P S CT C HOURS GROSS OASDI/VISION HEALTH/MED RETIRE/OTHER DENTAL LIFE  
 PAYR: XXX-XXX-XXXX-XXX XXX-XX-XXXX XXXXX XX XX X X X X X,XXX.XX- XX,XXX.XX- XX,XXX.99- XX,XXX.XX- XX,XXX.XX- XX,XXX.XX- XX,XXX.XX-  
 SRC TC REV INDX PCA ACTV FFY PROJ WP LOC MP-CODE OBJ-DET AGCY-OBJ AMOUNT MESSAGE  
 DIST: XXX XXX X XXXX XXXXX XXXX XX XXXXXX XX XXXXXX XXXXXXXXXXXXX XXX XX X,XXX,XXX.XX XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 PAYR: 564-790- - - 10221 01 09 0 1 6,351.45 99,999.99- 0.00 0.00 0.00 0.00 0.00  
 564-790-3333-002 000-00-3333 000 0.00 0.00 0.00  
 PAYR: 564-790- - - 10221 01 09 0 1 1,104.60 18,354.22- 0.00 0.00 0.00 0.00 0.00  
 564-790-3333-003 000-00-3333 000 0.00 0.00 0.00  
 DIST: SCO 805 R 7790 97790 01 998 02 13,807.50- NO TIME SHEET  
 DIST: PHB 371 R 7790 97790 01 003 218,354.20- NO TIME SHEET  
 DIST: PHB 371 9999 99003 01 003 218,354.20 NO TIME SHEET  
 DIST: AB 371 R 7790 97790 01 103 13,409.04- NO TIME SHEET  
 DIST: AB 371 9999 99004 01 103 13,409.04 NO TIME SHEET  
 DIST: AB 371 R 7790 97790 01 106 6,749.42- NO TIME SHEET  
 DIST: AB 371 9999 99005 01 106 6,749.42 NO TIME SHEET  
 DIST: AB 371 R 7790 97790 01 105 19,185.13- NO TIME SHEET  
 DIST: AB 371 9999 99006 01 105 19,185.13 NO TIME SHEET  
 DIST: AB 371 R 7790 97790 01 104 2,445.40- NO TIME SHEET  
 DIST: AB 371 9999 99007 01 104 2,445.40 NO TIME SHEET  
 DIST: AB 371 R 7790 97790 01 135 90.72- NO TIME SHEET  
 DIST: AB 371 9999 99008 01 135 90.72 NO TIME SHEET  
 DIST: AB 371 R 7790 97790 01 136 558.90- NO TIME SHEET  
 DIST: AB 371 9999 99009 01 136 558.90 NO TIME SHEET  
 DIST: AB 371 R 7790 97790 01 137 3,139.25- NO TIME SHEET

EXHIBIT VI-5-16  
THE REPOSTING RUN

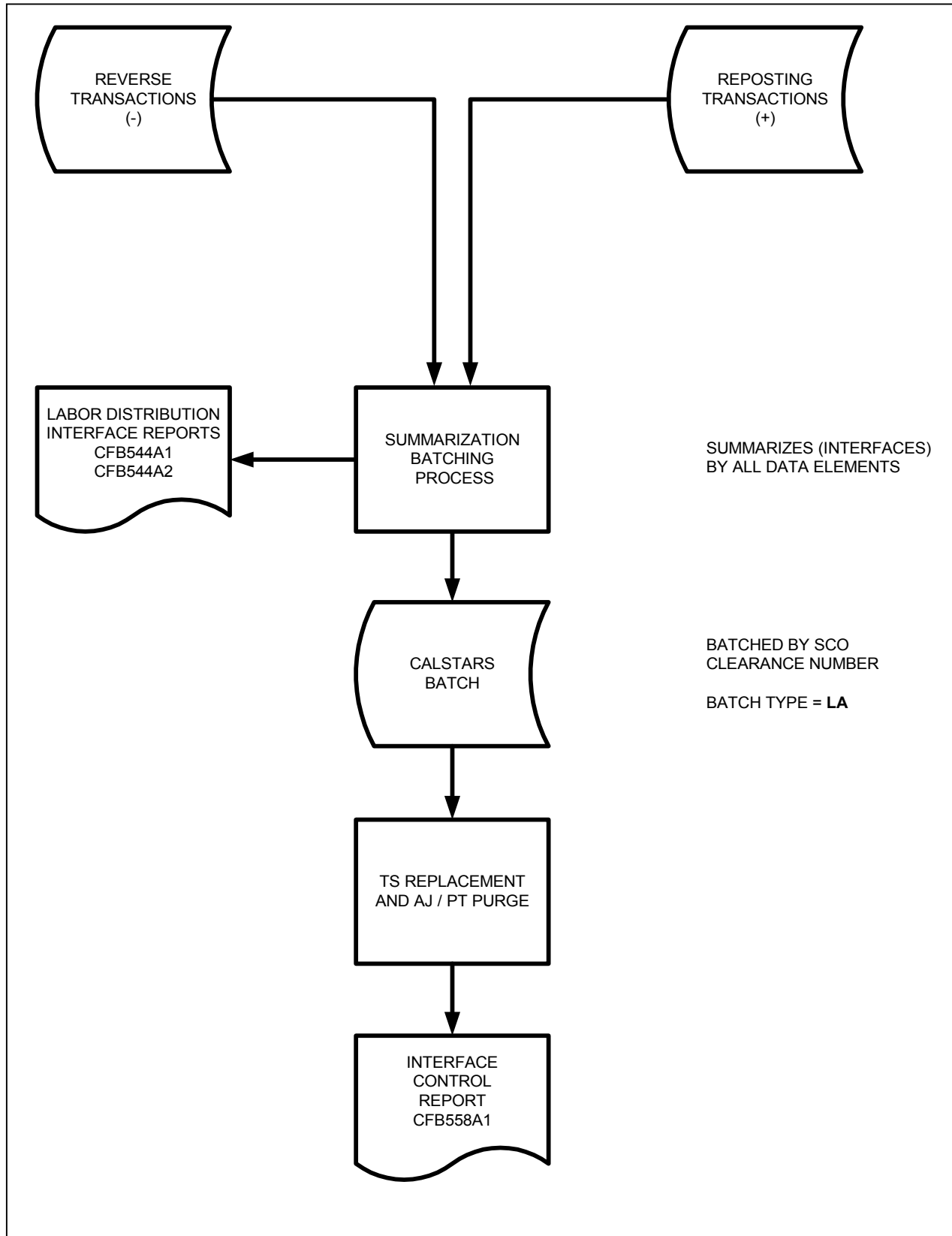


## EXHIBIT VI-5-17

CFB540A7 \*\*\*\*\*DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS LABOR DISTRIBUTION ACTIVITY REPORT ORG PAGE: 1  
 11/20/01 (32.42) \*\*\*\*\* RUN PAGE: 1

LABOR ADJUSTMENTS - TRANSACTION REPOSTING - ACTUALS  
 \*\*\*\*\*  
 POS-NO EMP-NO CLEAR YR MO P S CT C HOURS GROSS OASDI/VISION HEALTH/MED RETIRE/OTHER DENTAL LIFE  
 PAYR: XXX-XXX-XXXX-XXX XXX-XX-XXXX XXXXX XX XX X X X X X,XXX.XX- XX,XXX.XX- XX,XXX.99- XX,XXX.XX- XX,XXX.XX- XX,XXX.XX- XX,XXX.XX-  
 SRC TC REV INDX PCA ACTV FFY PROJ WP LOC MP-CODE OBJ-DET AGCY-OBJ AMOUNT MESSAGE  
 DIST: XXX XXX X XXXX XXXXX XXXX XX XXXXX XX XXXXX XXXXXXXXXXXX XXX XX X,XXX,XXX.XX XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
 PAYR: 564-250- - - 10221 01 09 0 1 336.00 8,395.00 516.93 350.00 133.04 44.62 0.00  
 564-250-3333-001 000-00-0001 000 16.20 120.89 2.22  
 DIST: SCO 805 5560 80100 01 1234567890AA 998 02 336.00  
 DIST: TS 805 5560 80100 01 1234567890AA 998 01 168.00  
 DIST: TS 371 5560 80100 01 1234567890AA 003 8,395.00  
 DIST: TS 371 R 9999 99003 01 003 8,395.00-  
 DIST: AB 371 5560 80100 01 1234567890AA 103 516.93  
 DIST: AB 371 R 9999 99004 01 103 516.93-  
 DIST: AB 371 5560 80100 01 1234567890AA 106 133.04  
 DIST: AB 371 R 9999 99005 01 106 133.04-  
 DIST: AB 371 5560 80100 01 1234567890AA 105 350.00  
 DIST: AB 371 R 9999 99006 01 105 350.00-  
 DIST: AB 371 5560 80100 01 1234567890AA 104 44.62  
 DIST: AB 371 R 9999 99007 01 104 44.62-  
 DIST: AB 371 5560 80100 01 1234567890AA 136 16.20  
 DIST: AB 371 R 9999 99009 01 136 16.20-  
 DIST: AB 371 5560 80100 01 1234567890AA 137 120.89  
 DIST: AB 371 R 9999 99010 01 137 120.89-  
 DIST: AB 371 5560 80100 01 1234567890AA 134 2.22  
 DIST: AB 371 R 9999 99011 01 134 2.22-

EXHIBIT VI-5-18  
INTERFACE BATCHING PROCESS



## EXHIBIT VI-5-19

CFB544A1 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS LABOR DISTRIBUTION INTERFACE REPORT ORG PAGE: 1  
 05/03/00 (15.03) \*\*\*\*\* RUN PAGE: 1

## I N T E R F A C E C O N T R O L R E P O R T

-----BATCH ID-----											SUBSYSTEM INTERFACE DATA			
TC	RMO	FFY	INDEX	PCA	ACT	OBJ	AO	PROJ	WP	LOC	DOC#	A M O U N T	POSITION NUMBER	EMP NO.
	371	99	0540	10000		033					CL013819-00	206.23	901-001-4872-904	577-22-4136
	371	99	0540	10000		033					CL013819-00	135.14	901-001-4872-904	521-17-4414
A0540000503LA9990000010	371	99	0540	10000		033					CL013819-00	341.37	- - -	- - -
	371	99	0540	10000		137					CL013819-00	2.99	901-001-4872-904	577-22-4136
	371	99	0540	10000		137					CL013819-00	1.96	901-001-4872-904	521-17-4414
A0540000503LA9990000020	371	99	0540	10000		137					CL013819-00	4.95	- - -	- - -
	371	99	0540	10030		033					CL013819-00	1,794.65	901-001-4969-904	566-66-4581
A0540000503LA9990000030	371	99	0540	10030		033					CL013819-00	1,794.65	- - -	- - -
	371	99	0540	10030		137					CL013819-00	26.02	901-001-4969-904	566-66-4581
A0540000503LA9990000040	371	99	0540	10030		137					CL013819-00	26.02	- - -	- - -
	371 R	99	7000	70000		033					CL013819-00	206.23	901-001-4872-904	577-22-4136



EXHIBIT VI-5-20

CFB544A2 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
CALSTARS LABOR DISTRIBUTION INTERFACE REPORT ORG PAGE: 16  
05/03/00 (15.03) \*\*\*\*\* RUN PAGE: 16

I N T E R F A C E S U M M A R Y R E P O R T

-----  
ACCOUNTING TRANSACTION AGENCY TOTALS  
-----

INPUT COUNT	513
OUTPUT COUNT	79
TOTAL AMOUNT	\$386,472.96

## EXHIBIT VI-5-21

```

CFB558A1 *****DEPARTMENT OF AIR QUALITY***** ORG NUMBER: 9990
              CALSTARS      TIME SHEET REPLACEMENT/ AT & PT PURGE      REPORT      ORG PAGE:
11/16/2001 (08:06) *****RUN PAGE:
              T I M E   S H E E T   R E P L A C E M E N T   /   A T   &   P T   P U R G E
*****
----- RECORD KEY -----
POSITION      EMP NO      YR MO PAGE      AVG
              HOURS      DIST-HRS  TYPE  HOME B INDEX  PCA  ACT  PROJ  WP  AO  LOC  MP-CODE
0564 111      - -        01 09 01          REG    N  5560  80100          DELETED TS
              320.00      336.00          REG    N  5560  80100          DELETED TS
0564 222      - -        01 09 01          REG    N  5560  80100          REPLACEMENT TS
              168.00          REG    N  5560  80100          REPLACEMENT TS
0564 333      - -        01 09 01          REG    N  5562  45166          DELETED TS
              145.00      152.25          REG    N  5562  45166          DELETED TS
              1279.00     1342.95          REG    N  5562  80100          DELETED TS
0564 444      - -        01 09 01          REG    N  5562  45166          REPLACEMENT TS
              145.00          REG    N  5562  45166          REPLACEMENT TS
              1370.20          REG    N  5562  80100          REPLACEMENT TS
0564 555      - -        01 09 01          REG    N  5557  45166          DELETED TS
              568.50      615.68          REG    N  5557  45166          DELETED TS
              4215.50     4565.32          REG    N  5557  80100          DELETED TS
              234.50      237.50          OT     N  5557  80100          DELETED TS
0564 666      - -        01 09 01          REG    N  5557  45166          REPLACEMENT TS
              547.50          REG    N  5557  80100          REPLACEMENT TS
              4339.50          REG    N  5557  80100          REPLACEMENT TS
              234.50          OT     N  5557  80100          REPLACEMENT TS
0564 777      - -        01 08 01          REG    N  4410  11101          DELETED TS
              2135.80     2144.92          REG    N  4410  11102          DELETED TS
              316.90      318.25          REG    N  4410  11103          DELETED TS
              33.30       33.44          REG    N  4410  11104          DELETED TS
              2.80        2.81          REG    N  4410  11105          DELETED TS
              14.10      14.16          REG    N  4410  11201          DELETED TS
              8.80        8.84          REG    N  4410  11202          DELETED TS
              3786.10     3802.26          REG    N  4410  11203          DELETED TS
              577.50      579.97          REG    N  4410  11204          DELETED TS
              129.00      129.55          REG    N  4410  11205          DELETED TS
              1500.90     1507.31          REG    N  4410  11301          DELETED TS
              6.20        6.23          REG    N  4410  11302          DELETED TS
              1433.20     1439.32          REG    N  4410  11303          DELETED TS
              77.80       78.13          REG    N  4410  11306          DELETED TS
              2.50        2.51          REG    N  4410  11402          DELETED TS
              354.30     355.81          REG    N  4410  11402          DELETED TS

```